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ABSTRACT

This annotated listing of curriculum materials is provided to inform planners, administrators, vocational educators, and others interested in vocational education programs of the available curriculum materials in technical education developed by the various States. The materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Using the codes in this listing relates the curriculum materials to the instructional program. Publications are listed by States in the subject areas for chemical, civil, roadway, electronic, mechanical, environmental control, instrumentation, and other engineering related technologies. Instructions for ordering specific materials from the appropriate State sources are included. (Author/MF)

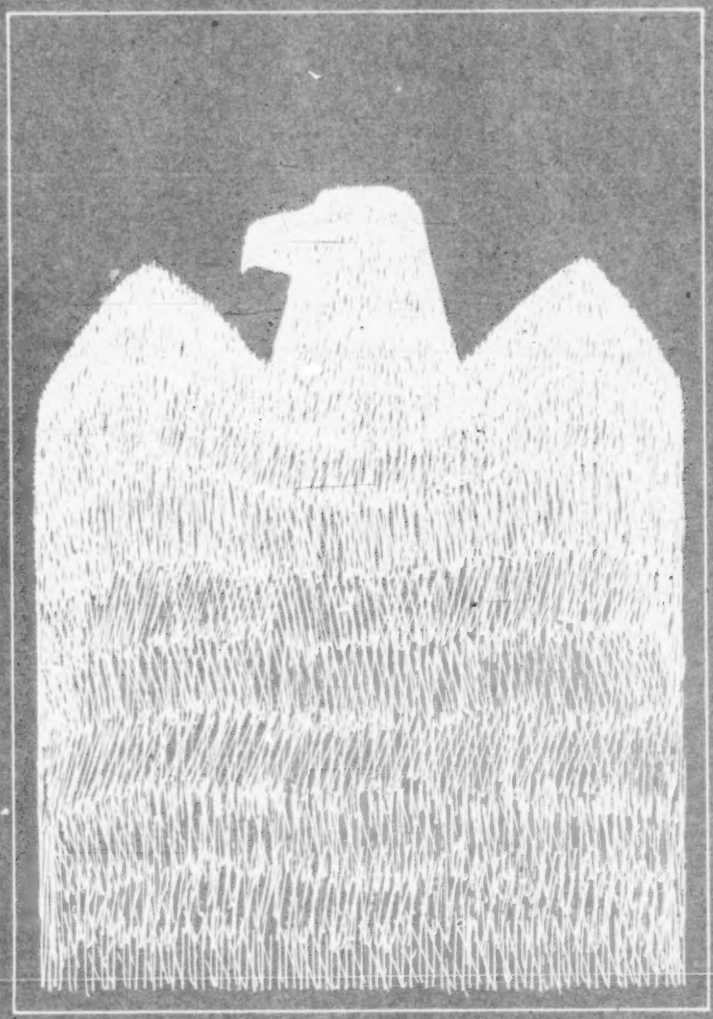
ED 080772

VOCATIONAL EDUCATION

STATE INSTRUCTIONAL MATERIALS

for...

TECHNICAL EDUCATION



UT 021 227

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VOCATIONAL EDUCATION

STATE INSTRUCTIONAL MATERIALS

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Curriculum and Instructional Materials Center
Stillwater, Oklahoma

NOTE:
REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE

Separate publication (annotated listings) are available in the following vocational areas:

State Instructional Materials for Agriculture
State Instructional Materials for Distributive Education
State Instructional Materials for Health Occupations Education
State Instructional Materials for Home Economics
State Instructional Materials for Office Occupations
State Instructional Materials for Technical Education
State Instructional Materials for Trade and Industrial Occupations

The above items are available for purchase from: Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402

For sale by the Superintendent of Documents,
U.S. Government Printing Office,
Washington, D. C. 20402 Price $----

EXPLANATION OF CODING SYSTEM

In recent years it has become apparent that a strong relationship exists between the world of education and the world of work. Emphasis is on the concept that the development of our human resources is vital to the well-being and growth of our society. In order to implement this belief, leaders in all fields have focused their attention on education and especially on vocational education.

This annotated listing of curriculum materials is provided in order to apprise planners, administrators, vocational educators, and others interested in offering or involved in vocational education programs of the available curriculum materials developed by the various States.

The curriculum materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Utilizing the codes in this listing relates the curriculum materials to the instructional program. Seven major vocational education areas are identified in separate listings and coded as follows:

01 Agriculture	09 Home Economics
04 Distributive Education	14 Office Occupations
07 Health Occupations Education	16 Technical Education
17 Trade and Industrial Occupations	

The items are refined to include one or more related subitems as indicated in the following example:

First 2-digit position: subject matter area
Example: 14 OFFICE OCCUPATIONS

Second 2-digit position: principal segment of subject matter
Example: 14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS

Third 2-digit position: division of principal segment
Example: 14.0202 PERIPHERAL EQUIPMENT OPERATORS

Fourth 2-digit position: first level detail of division of principal segment
Example: 14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS

The coding system is contained in:
U.S. Department of Health, Education, and Welfare, Office of Education. Vocational Education and Occupations (OE-80061). Washington: U.S. Government Printing Office, July 1969.

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NOTE:
REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE

16. TECHNICAL EDUCATION

Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

ENGINEERING RELATED TECHNOLOGY: 16.01

Chemical Technology: 16.0105

NEW JERSEY

Chemical and Nuclear Technology - Book 2 - Basic Analysis; Area 1 - Visual Communication; Unit 1 - Common Laboratory Items. Student's Manual, 1964, 88 pages, $1.50, Offset.

For students in day trade preparatory and technical high school classes. The text consists of pictures of common laboratory equipment with their catalog descriptions.

_____. Unit 2 - Laboratory Aids. Student's Manual, 1964, 251 pages, $2.50, Offset.

This programmed book is divided into two sections. With the aid of laboratory facilities, the first section presents introductory or general chemistry. The second section presents many illustrated laboratory ideas and techniques.

_____. Unit 3 - Chemical Instruments. Student's Manual, 1967, 97 pages, $2.50, Offset.

This book takes a wide range of chemical instrumentation and presents the associated information usually found in a catalog. In addition there is added a brief discussion of the application and operation of the instrument. Programmed worksheets are included.

Civil Technology: 16.0106

FLORIDA

Guidelines for Establisning and Evaluating Civil Engineering Technology Programs - Bulletin 79L-5. Guidelines, 1970, 12 pages, Free, Mimeo.

Lists the essential concepts and requirements for an effective program of civil engineering technology. It includes a post-high school curriculum outline which meets the employment requirements of technicians in industry.

LOUISIANA

Civil Engineering Technology Map Drafting and Related Computations. Student's Manual, 1965, 94 pages, $2.00, Offset.

Designed to acquaint the student with, and give him working knowledge of the drawings and related calculations that are associated with plane surveying. The material is arranged in sections; the first eleven pertaining to technical information, and the last, section 12, is devoted to assignments and directions. The manual contains illustrations and directions for fourteen plates that are to be drawn by the students.

_____. Field Book, 1965, 164 pages, $2.00, Offset.

To be used with Section 12 of the manual.

NEW YORK

Highway Drawing. Unit II. Teacher's Guide, 1968 (Revised), 133 pages, $1.25, Offset.

This is one in a series of nine guides in a highway technician program for New York State. It contains 14 lessons each of about 2½ hours duration. Some topics covered are topographic maps and symbols, map projections, plotting field notes, the highway plan, use of drawing equipment and the like.

Roadway Technology: 16.010601

NEW YORK

Elements of Highway Planning. Unit IV. Teacher's Guide, 1969, 109 pages, $1.25, Offset.

The guide prepared at the request of highway developers contains 15 lessons each of about 2½ hours of classroom instruction. Some topical areas covered include: mapping as a planning tool, traffic analysis and forecasting, route location, highway safety, highway law, and introduction to urban transportation planning.

Soils and Drainage. Unit V. Teacher's Guide, 1967, 196 pages, $1.75, Offset.

This guide is intended to improve the skills and technical knowledge of certain members of the team that plans, constructs and maintains highways. It contains 11 lessons, each of about 2½ hours in length. Topics covered include, index properties of soils, soil description and classification, engineering properties of soils, soil water, influence of drainage and the like.

Highway Design and Estimating. Unit VI. Teacher's Guide, 1968, 219 pages, $2.00, Offset.

The content of this guide fits into a series of nine dealing with highway technology. Courses in the series are designed to be taught sequentially. There are 14 lessons in this guide each of about 2½ hours in length. Content areas include among other things, features of design, horizontal alignment, vertical alignment, geometric auxiliaries, the engineer's estimate and report on design and estimate.

Electronic Technology: 16.0108

ALABAMA

Aids in Industrial Electrical Technology. Student's Manual, 1968, 121 pages, $2.00, Offset.

The manual is prepared for students who already have a basic background in the electrical field. Its primary purpose is to upgrade the electrician on the job as well as to aid the trainee in schools and shops. The publication is a resource but it is not a course of instruction.

FLORIDA

Guidelines for Establishing and Evaluating Pre-Engineering Technology-Electronics Option Programs - Bulletin 79L-3. Guidelines, 1970, 15 pages, Free, Mimeo.

Contains the basic concepts and requirements necessary for the successful offering of an effective high school program in Technical Electronics. Offers a suggested high school curriculum outline for technical education students.

MISSISSIPPI

Electronics Technology - A Guide for Use in Developing Training Programs. Curriculum Guide, 1964, 167 pages, $4.25, Offset.

Designed primarily as a two-year, seventy-two semester hours, post-secondary program. The content is organized in a two-column format, with the technical principles on the left, and the application on the right. It also contains an introduction, references, sample laboratory experiment, and a sample student report.

Electromechanical Technology: 16.0109

CONNECTICUT

Mechanical Technology and Electrical Engineering Technology. Curriculum Guide, 1964-65, 110 pages, Free, Mimeo.

A suggested guide for a two-year post-secondary program. Contains course outlines in both technical and related subjects. For use in the State Technical Institutes.

FLORIDA

Guidelines for Establishing and Evaluating Technical Electro-Mechanics Programs - Bulletin 79L-3. Guidelines, 1969, 10 pages, Free, Mimeo.

Includes the basic concepts and requirements necessary for the successful offering of an effective high school program in Technical Electromechanics. Presents a suggested curriculum outline for grades 10, 11, and 12.

Environmental Control Technology: 16.0110

NEW JERSEY

Air Conditioning and Heating Technology 2. Student's Manual, 1965, 335 pages, $2.50, Offset.

For use with day preparatory classes. The material presented in this advanced book is divided into twenty-eight chapters. Detailed material about heating systems, cooling systems, heat transfer and heat transfer losses are covered. Topics discussed include: Boiler water treatment, furnace design, and technical principles of air flow.

Instrumentation Technology: 16.0112

LOUISIANA

Industrial Instruments Technology. Instructor's Guide, 1966, 246 pages, $2.00, Offset.

Developed to be used as a two-year occupational preparation or extension class course. The guide contains two separate units; Unit 1 entitled Industrial Instrument Technology and Unit II, Process Control Technology. The guide also contains technical information, general information for the instructor, demonstration material listing, lecture notes, bibliography, teaching aids, and tests.

_____. Student's Workbook, 1966, 188 pages, $2.00, Offset.

Designed to be used in the course for student orientation in discipline, industrial psychology and personal adjustment. Student guide questions, glossary and reference materials are included.

Mechanical Technology: 16.0113

FLORIDA

Guidelines for Establishing and Evaluating Drafting and Design Technology Programs - Bulletin 79L-2. Guidelines, 1968, 16 pages, Free, Mimeo.

Sets forth the essential concepts and requirements for an effective program of drafting and design technology at the

post-high school level which meets the technician entry level requirements of industry. For reference use of school officials, program and facility planners, and instructors in technical education. A curriculum outline and a bibliography are included.

MISSISSIPPI

Drafting and Design Technology - A Guide for Use in Developing Training Programs. Curriculum Guide, 1965, 147 pages, $4.00, Offset.

Designed primarily as a two-year, seventy-two semester hours, post-secondary program. The content is organized in a two-column format, with the technical principles on the left, and the application on the right. It also contains an introduction and a bibliography.

MISSISSIPPI

Mechanic Technology - A Guide for Use in Developing Training Program. Curriculum Guide, 1966, 228 pages, $4.00, Offset.

Designed primarily as a two-year, seventy-two semester hours, post-secondary program. The content is organized in a two-column format, with the technical principles outlined on the left, and application on the right. It also contains an introduction, a bibliography, and a suggested equipment list.

MISSOURI

Design Drafting. Instructor's Guide, 1966, 171 pages, $2.00, Mimeo.

A suggested course of study for drafting and design technology. The contents are divided into five sections as follows: 1 - Prerequisite Technical Knowledge, Texts and References, Teaching Plan, Assignment Sheets, and Organizing Testing and Evaluation Materials; 2 - Instructional Aids, Catalogs, Pamphlets, Handbooks, Engineering Data, and Films; 3 - Materials and Supplies; 4 - Unit Examinations; 5 - Instructor's Guide (includes Key to Study Questions, Supplementary References, and Instructional Aids).

Engineering Related Technology, Other: 16.0199

NEW JERSEY

Calculus for Technicians. Student's Manual, 1965, 354 pages, $2.00, Offset.

Written for technicians in the post-high school technical institute. Chapter headings are: Review of Fundamentals of Algebra; Graphical Mathematics; Plane Analytical Geometry;

Differentiation, Integration; Calculus of Logarithmic and Exponential Functions; and Calculus of Trigonometric Functions. Examples and problems related to vocational subjects are used.

MISCELLANEOUS TECHNICAL EDUCATION: 16.06

Miscellaneous Technical Education, Other: 16.0699

NEW JERSEY

Mathematics for Technicians. Student's Manual, 1968, 342 pages, $2.00, Offset.

This is a technician level mathematics text. It assumes reasonable competence in arithmetic, algebra, geometry, and trigonometry as a prerequisite. The unit titles are: The Oblique Triangle, The J Operator, Linear Equations and Determinants, Quadratic Equations of High Degree, The Circle, The Cones, Transformation of Coordinates, Basic Elements of Differential Calculus, and Basic Elements of Integral Calculus.

NOTE: Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

OCCUPATIONAL RESOURCE MATERIAL

Materials that follow are general in nature, apply to all vocational areas, and are listed under the headings of Administrator's Resource, Student's Resource or Teacher's Resource. The Teacher's Resource material may prove helpful to Supervisors and Administrators as well.

ADMINISTRATOR'S RESOURCE

All Vocational Areas

MICHIGAN (DVE)

A Guide to Establishing Vocational-Technical Advisory Committees. Administrator's Guide, 1968, 7 pages, Free, Offset.

The publication offers assistance to local schools in the formation and use of advisory committees. Excellence in vocational education requires the best efforts of educators, businessmen, industry, labor, and the public. Advisory committees are an essential part of sound Vocational-Technical Education. This booklet provides many helpful guidelines on how to establish and work successfully with advisory groups.

WYOMING

Follow-up Procedure for Post-Secondary Vocational-Technical Graduates. Supervisor's Manual, 1967, 11 pages, Free, Offset.

The booklet offers local administrators a workable follow-up procedure involving minimum outlay in time and money. It provides basic information to complete USOE forms dealing with graduates and dropouts. Single copies available so long as the supply lasts.

STUDENT'S RESOURCE

All Vocational Areas

ALABAMA

Applying for a Job. Student's Workbook, 1966, 21 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to prepare himself to look for a job and how to conduct himself at a job interview. An answer book, a pre-test and a post-test are included.

Good Job Habits. Student's Workbook, 1966, 29 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to be a good employee by doing a good job, being dependable and getting along with his supervisor. An answer book, a pre-test and a post-test are included.

How to Make $50,000. Student's Workbook, 1966, 9 pages, $.35, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about the value to the individual in continuing his education at least to completion of hign school. The money value of education is stressed. Illustrated. A series of questions are included.

Introduction to Credit. Student's Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about buying on credit or "charging" purchases. Five of the most widely used credit plans are discussed. An answer book, a pre-test and a post-test are included.

Introduction to Table Manners. Student's Workbook, 1966, 33 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about table manners and the details concerned with eating a meal with others, making it a pleasant occasion. Illustrated. An answer book, a pre-test and a post-test are included.

Introductions. Student's Workbook, 1966, 14 pages, $.40, Offset.

This is a unit in a course in social skills. It provides information and training in how to introduce oneself to others and how to introduce two or more people to each other.

ILLINOIS

Applying for a Job. Student's Guide, 1969, 12 pages, $.15, Offset.

Many questions confronting students are answered in this leaflet. It deals with such items as taking personal inventory, getting additional training, finding out what jobs

are available, writing a letter of application, and being interviewed by a prospective employer.

Capitalism, Socialism, and Communism. Student's Guide, 1964, 12 pages, $.15, Offset.

This leaflet deals frankly with the forms of government. It points out that there are two basic types of government in the world today: (1) popular governments, and (2) dictatorial governments. In any country where the people are really free, there is always open, organized, aggressive opposition to the group or party in power.

NEW JERSEY

When You Go to Work. Student's Manual, 1968, 200 pages, $2.00, Offset.

A very basic book designed primarily for the needle trades, to prepare students with limited vocabulary for the world of work. Each concept is humorously illustrated. There is a vocabulary section at the beginning of each lesson. The six unit headings are: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women and Clothing for Men.

PUERTO RICO

Occupational Orientation Leaflets (In Spanish)

The leaflets contain information helpful in orienting a student to the nature of the occupation, the preparation required to enter, salary considerations and the opportunities that exist in the field under consideration. Prepared for student's use.

The Actuary. 1969, 5 pages, Free, Printed.

The Oceanographer. 1969, 6 pages, Free, Printed.

The Physician. 1968, 12 pages, Free, Printed.

The Physicist. 1969, 7 pages, Free, Printed.

The Geologist. 1969, 5 pages, Free, Printed.

SOUTH CAROLINA

Locating and Securing a Job. Student's Manual, 1970, 29 pages, $.50, Printed.

The manual was prepared for high school students enrolled in Vocational Education courses. Addressed to the student, the manual takes him through a series of seven steps in securing a job. There are assignments and helpful illustrations which provide opportunity for the application of the ideas set forth in the text material.

TEACHER'S RESOURCE

All Vocational Areas

ALABAMA

Alabama Course of Study - Volume I. Teacher's Guide, 1964, 482 pages, Free, Offset.

A State course of study, covering the work in Grades 7 through 12, in the following fields: English, Social Studies, Health and Physical Education, Mathematics, Science, Foreign Languages, Business Education, Fine Arts, Counseling Services, and Educational Television.

CONNECTICUT

Current World Affairs. Course Outline, 1967 (Revision), 85 pages, Free, Mimeo.

The course outline is designed for use in a 10-grade social studies course. Topics covered include The United Nations, Asia (including the Middle East), Africa, Europe, USSR and Latin America.

English Grammer Outlines - Grades IX to XII. Teacher's Guide, 1967, 53 pages, Free, Mimeo.

The aim of the program is to meet the needs of the students in order to improve their powers of communication and to assist them to become critically perceptive of themselves and others through a reading program geared to their needs and interests. Content includes vocabulary, sentence structure, oral communication, written expression and the like.

Modern Media for Vocational Technical Education. Education Resource, 1967, 43 pages, Free, Mimeo.

The bulletin contains summaries on various educational medias that are being utilized in vocational-technical training programs. It describes such medias as programmed instructions, instructional television, and the like. It also contains conclusions, recommendations and a bibliography.

Outline for Related Science - Grade 10. Teacher's Guide, 1967, 98 pages, Free, Mimeo.

Subject matter for this 10-grade course has been drawn from the physical sciences. In addition to setting forth principles, the outline provides teaching suggestions and trade applications helpful to the vocational teacher.

Outline for Related Science - Grade 11. Teacher's Guide, 1967, 28 pages, Free, Mimeo.

Content includes a skeleton outline of the course, teaching suggestions and aids, trade applications, a lesson plan format and many more helpful ideas useful in teaching the course.

Outline for Related Science - Grade 12. Teacher's Guide, 1966, 11 pages, Mimeo.

Provides an outline covering related science in the areas of materials, processes and testing.

INDIANA

Procedure for Establishing Area Vocational Schools. Guidelines, 1967, $.40, Offset.

Procedures and guidelines outlined constitute the instructions for implementing the establishment of area vocational school districts.

KANSAS

Principles and Philosophy of Vocational Education. Teacher's Manual, 1967, 105 pages, $2.50, Offset.

The content is helpful in understanding the principles of vocational education. Topics covered include the role of vocational education, types of students, vocational instruction, review of the Federal Vocational Acts and similar items.

NEW JERSEY

Student's Manual for Supervised Teaching of Vocational Subjects. Student's Manual, 1970, 63 pages, $2.00, Offset.

A manual prepared specifically for trainees enrolled in the course entitled, "Supervised Teaching of Vocational Subjects". Responsibilities and requirements of teaching vocational subjects are stressed in the publication.

NEW MEXICO

Personal Growth Curriculum for Adult Basic Education. Curriculum Guide, 1970, 157 pages, Free, Offset.

Content is designed to not only provide skill development in mathematics, reading, and writing, but also to develop a new life perspective, and an awareness of family and social responsibilities. It is intended to lift attitudes from defeatism and rejection to those of confidence and leadership.

The guide contains six major divisions including: Introduction, Family Life, Health Education, World of Work, Money Management, and Citizen and Government.

Pre-Vocational Orientation in Vocational Education for Junior High Schools in New Mexico. Instructor's and Counselor's Guide, 1967, 125 pages, Free, Offset.

Designed as a source of occupational information relevant to opportunities in vocational education, which are appropriate for use with junior high school students in New Mexico. It also contains a film list and bibliography.

SOUTH CAROLINA

Low-Cost Teacher Made Overhead Transparencies. Teacher's Manual, 1969, 63 pages, $1.00, Printed.

This printed, well-illustrated booklet contains a thorough discussion of the merits and potential of one material that can be used in the production of overhead transparencies. The material, known as three Mil Trycite, has been selected because it is economical, versatile, very transparent, and can be obtained in a pre-cut size useful in teaching. It can be utilized without expensive equipment or processing materials. The publication provides the, "How to do it" of transparency production in excellent detail.

TENNESSEE

Vocational Related Training for Special Students. Curriculum Guide, 1968, 174 pages, $4.50, Offset.

A guide designed to help the teacher working with the potential high school dropout, slow learner, disadvantaged, culturally deprived, or the nonachiever. It provides the teacher with an ideal opportunity to extend his creativity and to introduce practical education for living. Suggested instructional units include such areas as: getting along with others, the job interview, business and commercial forms, the pay check, community life, and many others.

TEXAS (A&M UNIV. EES)

Information and Format for Designing Objective, Essay, and Performance Type Tests. Teacher's Guide, 1970, 81 pages, $1.75, Offset.

The guide is designed to assist vocational teachers in developing valid, reliable and comprehensive tests. There is much general information about tests and a variety of objective type tests are reviewed. Examples of various tests give the teacher an insight into the types and their development.

All Vocational-Technical Areas

WYOMING

Wyoming Mathematics Curriculum Guide - Grade 7-12. Teacher's Manual, 1970, 34 pages, Free, Printed.

Through the program of mathematics the student should become aware of the power and influences of a command of figures in his continuing occupational and personal development. The content can be summarized as an attempt to: (1) emphasize the "why" just as much as the "how", (2) teach mathematics as a structure, (3) allow students to discover relationships for themselves whenever possible, and (4) teach the social utility, or practical applications of mathematics and of arithmetic computation.

Guidance All Vocational Areas

OKLAHOMA

Career Exploration. Teacher's Guide, 1970, 101 pages, $1.50, Offset.

The guide is designed for use by teachers in planning and implementing a course in the exploration of careers. Content is geared to the 8, 9, or 10-grade levels. A group of creative ideas and recommendations has been brought together in this publication to help the teacher plan a practical course designed to fit the needs of students to meet the challenges of the future. The four units include such topics as: Know Yourself; World of Work; Use of Occupational Information; and, Career Educational Planning.

INSTRUCTIONS FOR ORDERING
TECHNICAL EDUCATION CURRICULUM MATERIALS

Orders for materials should be sent to the address of the appropriate State source. Specific ordering information is indicated where applicable. Prices are subject to change without notice.

ALABAMA

For vocational education publications:

Instructional Materials Unit, Vocational Industrial Education Department, P.O. Box 2847, University, Alabama 35486. Check in amount of order made payable to the University of Alabama must accompany order. Publications are sent postpaid.

CONNECTICUT

For technical education publications:

Mr. C. S. Greco, Consultant, State Technical Colleges, Box 2219, Hartford, Connecticut 06115. Publications are free and sent postpaid. Request must be made on official school system stationery.

For vocational education publications except technical education:

Curriculum Center, Division of Vocational Education, State Office Building, Room 336, Hartford, Connecticut 06115. Publications are free and sent postpaid. Request must be made on official school system stationery.

FLORIDA

For all vocational education publications:

Mr. J. Larry Todd, Educational Materials Specialist, Department of Education, Room 275, Knott Building, Tallahassee, Florida 32304. Single copies are free, with one exception -- Bulletin 72, A Guide to Business Education in Florida Schools, which must be purchased. Check in amount of order made payable to the Florida State Department of Education.

ILLINOIS

All items are available from:

Vocational Agriculture Service, University of Illinois, 434 Mumford Hall, Urbana, Illinois 61801.

Terms of sale for ordering purpose are:

1. Items are sent postpaid at prices listed when payment accompanies the order.

2. Postage charges are added to these prices when we bill.
3. Orders are sent on account without question on school purchase orders or on school stationery signed by responsible school official.
4. Payment should accompany orders from individuals unless prior arrangements have been made.
5. Catalog and special order forms available without charge on request.

INDIANA

For all vocational education publications:

Vocational Resource Center, Department of Vocational and Technical Education, Indiana State University, Terre Haute, Indiana 47809. Check or money order in amount of order made payable to the Vocational Resource Center, Indiana State University, and must accompany order. Publications are sent postpaid.

KANSAS

For all vocational education publications:

Dr. K. E. Hoffman, The Coordinator of Vocational Education, Division of Business and Business Education, Kansas State Teachers College, Emporia, Kansas 66801.

LOUISIANA

For all vocational education publications:

Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Orders accepted for single copies only. Orders must be on official stationery or purchase order form.

MICHIGAN

For all (DVE) publications:

Mr. Robert Batterbee, Chief, Printing and Mailing Section, Department Services Division, Department of Education, P.O. Box 420, Lansing, Michigan 48902. Single copies are available free.

MISSISSIPPI

For all vocational education publications:

Curriculum Coordinating Unit, P.O. Drawer DX, State College, Mississippi 39762. Orders accompanied by payment will be sent postpaid. Billing for all other orders will have postage added.

MISSOURI

For all vocational education publication:

Instructional Materials Laboratory, Department of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, Missouri 65201. Catalog available upon request. Billing will accompany shipment of requested materials. Check in amount of order made payable to the University of Missouri, should be mailed to the University Cashier's Office, 123 Jesse Hall, Columbia, Missouri 65201.

NEW JERSEY

For all vocational education publications:

Curriculum Laboratory, Department of Vocational-Technical Education, Graduate School of Education, Rutgers -- The State University, 10 Seminary Place, New Brunswick, New Jersey 08903. School orders must be made on official school purchase order form. In addition to price of materials, you will be billed for postage and shipping charges.

Individuals may order materials by including a check or postal money order for the amount of the materials plus 10 cents per book postage. Checks made payable to the New Jersey Department of Education, Vocational Education Division.

NEW MEXICO

For Supervisors of all Vocational Divisions, address:

State Supervisor, Division of Vocational Education, State Department of Education Building, Capitol Complex, Santa Fe, New Mexico 87501.

It is the general practice in this State to send a copy of all new material to each State Supervisor and Head Teacher Educator representing the area of service in which the material was developed. Others may obtain copies of the listed material by addressing the appropriate State Supervisor.

NEW YORK

For all vocational education publications:

The State Education Department, Bureau of Finance, Publications Distribution Unit, Albany, New York 12224. Single copies only sold to educational institutions outside the State. No "on

approval" copies will be sent. Prices given are net and include book rate postage.

Orders, with remittance, should be sent to: The Publication Distribution Unit, State Education Department, Albany, New York 12224.

State Education Departments, colleges, or curriculum laboratories having similar materials to exchange should make arrangements with the Bureau of Secondary Curriculum Development, Albany, New York 12224. Copies of New York State curriculum materials are available through the microfiche services of ERIC and 3M IM Press.

OKLAHOMA

For all vocational education publications:

The Curriculum and Instructional Materials Center, State Department of Vocational and Technical Education, 1515 West Sixth Street, Stillwater, Oklahoma 74074. Check in amount of order made payable to the Curriculum and Instructional Materials Center, and must accompany order. Publications are postpaid.

PUERTO RICO

For vocational education publications:

Mrs. Ana L. Reyes de Martinez, Director, Vocational and Technical Education, Research Coordinating Unit, Department of Education, P.O. Box 759, Hato Rey, Puerto Rico 00919.

SOUTH CAROLINA

For all vocational education publications:

Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631.

With order of less than $10.00, include payment. Orders that do not include payment should be made by official purchase requisition.

TENNESSE

For all vocational education publications:

Inquiries for specific publications should be made to the Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.

TEXAS

For vocational (A&M UNIV. EES) instructional materials:

Engineering Extension Service, Texas A&M University, F.E. Drawer K, College Station, Texas 77843. A school purchase order and check or money order must accompany each order, and made payable to Texas A&M University. Catalog available. A 2 percent State sales tax or tax exemption certificate required in addition to prices listed. The usual charge for postage and handling on a single outline is 25¢.

WYOMING

For vocational education publications:

State Department of Education, Division of Public Information, Capitol Building, Cheyenne, Wyoming 82001.

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REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE

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